

Policy of Franklin County Joint Emergency Telephone System Board

Employee Use of Employer Provided Credit Card

The Franklin County Joint Emergency Telephone System Board (FCJETSB) Authorizes the Franklin County 9-1-1 Director, and the Deputy Director to use a FCJETSB provided credit card to pay for goods and/or services related to the conduct of FCJETSB business.

Employees who have FCJETSB credit cards in their possession shall be responsible for protecting the cards from unauthorized use. If a FCJETSB credit card is lost or stolen, it shall be immediately cancelled to prevent or limit fraudulent use. Should this occur, the Board shall be notified at the next monthly meeting.

Employees shall not use the FCJETSB provided credit card for personal purchases. Personal purchases are defined as any purchase that is not directly related to the conduct of FCJETSB business. Care should be taken to not mistakenly use the FCJETSB provided credit card for anything other than payment for goods and /or services directly related to the conduct of FCJETSB business. Should this occur, the oversight shall be remedied immediately through a full reimbursement by the employee. Any such oversight shall be reported and explained to the FCJETSB at the next monthly meeting.

When authorized purchases are made, supporting documentation, such as receipts and invoices which show what was purchased, shall be submitted.

Any points, cash back, rewards or other benefits earned on the FCJETSB credit card account are to be redeemed strictly for FCJETSB purposes.

Failure to comply with this policy could result in disciplinary action up to and including termination of employment. The Franklin County 9-1-1 Director and the Deputy Director shall be given a copy of this policy

Approved by a majority vote of the FCJETSB on March 17, 2020.

Approved: _____

Shane Cockrum , FCJETSB Secretary

Date: _____



Policy of Franklin County Joint Emergency Telephone System Board

Employee Use of Employer Owned Vehicle

The Franklin County Joint Emergency Telephone System Board (FCJETSB) Authorizes the Franklin County 9-1-1 Director, and the Deputy Director to use a FCJETSB owned vehicle for the conduct of FCJETSB business and for commuting from home to work and from work to home and for de minimis personal use (such as a stop for a personal errand on the way between a business activity and the employee's home). Fuel for the FCJETSB vehicle can be purchased with the FCJETSB credit card.

The employee shall not use the FCJETSB owned vehicle for personal purposes other than commuting and de minimis personal use. Personal use of the vehicle is defined as any use that is not for the conduct of FCJETSB business.

Under this policy, the value of this fringe benefit is determined by multiplying each one-way commute (that is, from home to work to from work to home) by \$1.50. This Amount must be included in the employee's wages or reimbursed by the employee on a pay period basis (26 pay periods per year).

Failure to comply with this policy could result in disciplinary action up to and including termination of employment. The Franklin County 9-1-1 Director, and the Deputy Director shall be given a copy of this policy.

Approved by a majority vote of the FCJETSB on March 17, 2020.

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Shane Cockrum, FCJETSB Secretary

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